

# City of Burlington



## CITIZEN ENGAGEMENT

Building a Better Burlington, Together



## City of Burlington

# Citizen Engagement Initiative

---

Burlington, like other American cities, is aware of a continually changing environment that requires new ways of conducting business. A cooperative style of decision-making is not only required but results in better decisions. Problems are increasingly complex, expensive to address, and require multifaceted solutions. Getting people from different perspectives together to discuss problems and potential solutions is essential. Collaboration has the highest potential for building long-term and well-supported solutions. While it can be frustrating and unclear, drawing upon new skills and patience, the City needs a process that will maximize its benefits.

Better government decisions depend on effective government, whereas collaborative government can serve as the leader and partner in developing long-term solutions to problems. This requires a steadfast commitment from everyone involved to embrace the change toward synergistic decision making and working together.



**Building a  
Better  
Burlington,  
Together**

## Why Commit to Citizen Engagement?



## Democracy Depends On It

The goal of our Citizen Engagement Plan is to provide a menu of choices for including citizens' voices in the decision-making process. Residents of the City of Burlington are educated about issues, outspoken in their opinions, and desire to be involved in shaping decisions. The City of Burlington encourages its public officials and employees to engage with its citizens. Therefore, citizens often enjoy good working relationships with staff and decision-makers. This Plan offers participation processes that will continue to build on the solid interaction between citizens and City management.

Democracy relies on engagement by citizens as a means of forming better solutions to civic matters. Citizen participation processes must be inclusive of those who identify themselves as interested and/or affected by decisions that will be made on issues of relevance to them. Citizen participation practices must result in decisions that reflect the community's voices.

Citizen participation is not a substitute for decision-making by the City, but a very important influence on it. Shared decision-making is not a cure for conflict because it does not mean the final decision will make satisfy all. It lets everyone know the reasons for a decision in the hope that all or most participants will accept that decision, even if they do not agree with it.





# Principles of Citizen Engagement



## Citizen participation should result in:

- Trust between government and citizens
- Informed judgements about City activities
- Face-to-face deliberation
- Decisions that reflect a thorough consideration of community issues and perspectives
- Transparent and traceable decisions with stated accountabilities
- Common understanding of issues and appreciation for complexity

## Successful citizen participation requires:

- Genuine intent and attitude by the City and its citizens to engage in a public process to help make better decisions
- A clearly defined process that identifies participant roles
- A variety of ways to participate and influence decisions
- That it occur early enough in the process to influence the outcome
- Effective communication throughout the process, including identification of assumptions about the issue, disclosing rationale for one's opinions, and being willing to consider the merit in others' options
- Identifying and inviting people who are affected or interested in the issue to be part of the process
- Incorporating that dialogue as a part of the process
- That all participants work hard, listen to all sides, and attempt to understand opposing viewpoints
- Considering the "public good" perspective on all issues, especially when personal interests differ





# How can I get involved?

---

As a part of the City of Burlington's Citizen Engagement Plan we need involved citizens who want to become active community members. On the following pages, you will find descriptions of various service opportunities including committee memberships and volunteer positions available to citizens like you! Applications for these opportunities have been included on the following pages.

## Your engagement will help our community:

- Increase understanding of issues
- Determine possible options
- Generate new ideas
- Discover and explore possible compromises
- Gauge the greater public's support for various solutions

If you have any further questions or comments related to service opportunities please contact us at:

Burlington City Hall  
300 N Pine Street  
Burlington, WI 53105  
Phone: (262) 342-1161  
M-F: 8a.m.-4:30p.m.





# BOARDS AND COMMITTEES



# Airport Committee

---

## Responsibilities

The Committee recommends regulations, airport development, land uses, and fees and/or charges for the use of the airport to the Common Council and shall administer the same as finally adopted by the Council. The Committee also recommends an Airport Manager whose employment and compensation shall be reviewed and approved by the Council. The Committee prepares and adopts standard leases and agreements for the various types of airport activities and land uses authorized in this section and adopts regulations and fees or charges for the use of airport property during goose hunting season for goose hunting.

## Members

The Airport Committee consists of seven members, which includes an aldermanic representative, two hangar owners or airport business owners, the Airport Manager and three residents. Each member is appointed by the Mayor subject to the approval of the Common Council for a three-year term. The Mayor appoints the Chairperson of the Airport Committee, subject to the approval of the Common Council, for a term concurrent with the Mayor's term of office.

### Meeting Time & Location:

Fourth Thursday of the  
month at 6 p.m.  
Burlington Municipal  
Airport- Conference Room





# Board of Review

---

## Responsibilities

The Board of Review is responsible for correcting errors in assessments. Each year the Board examines the assessment roll, corrects any errors in description or computation and adds any property the assessor may have omitted. The Board is also a quasi-judicial body with the authority to hear sworn testimony, receive documentary evidence, and to make a determination regarding the market value of property.

## Members

The Board of Review consists of five regular members and one alternate member, who are residents of the City, none of whom shall, at the time of appointment or tenure as a member of the Board, occupy any other public office or be publicly employed.

**Meeting Time & Location:**

**On Call  
Council Chambers  
224 E. Jefferson Street**



# Burlington Housing Authority

---

## Responsibilities

The Burlington Housing Authority was created to provide for the construction, operation, and management of Riverview Manor which provides housing for low-income elderly citizens. The Housing Authority is responsible for fulfilling its commitments with respect to paying off the mortgage on Riverview Manor and collecting rent to be applied to the mortgage.

## Members

Each member is appointed by the Mayor and subject to the approval of the Common Council for a five year-term.

## Meeting Time & Location:

First Thursday of the  
Month. 6:30 p.m.  
Riverview Manor,  
580 Madison Street

# Common Council

---

## Responsibilities

The Common Council serves as the primary legislative body for the City of Burlington. The Council dictates and adopts resolutions and ordinances that govern the City. The Council oversees the city's goals, major projects and infrastructure improvements ranging from finances and strategic planning.

## Members

The Common Council is composed of 8 alderpersons, with 2 alders representing each of the City's four districts. Alders are elected to represent the district in which they reside and serve a term of two years.



### Meeting Time & Location:

First and third Tuesday of  
each month at 6:30 p.m.  
Council Chambers  
224 E. Jefferson Street





# Community Development Authority

---

## Responsibilities

The Community Development Authority (CDA) was created for the purpose of carrying out blight elimination, slum clearance, and urban renewal programs. The CDA is an independent public body exercising public powers to protect and promote the health, safety and morals of city residents. The powers of the CDA are to prepare redevelopment and urban renewal plans and carry out redevelopment and urban renewal projects within the city. The CDA also enters into contracts for the purpose of redevelopment and urban renewal, acquires by purchase, lease, eminent domain real or personal property necessary to a redevelopment or urban renewal project. The CDA can borrow money and issue bonds; apply for and accept loans, grants and contributions for the purpose of redevelopment and urban renewal.

## Members

The Mayor, with the confirmation of the Common Council, appoints seven citizens who have sufficient ability and experience in the fields of urban renewal, community development and housing as Commissioners of the Community Development Authority. Commissioners serve a four year-term.

### Meeting Time & Location:

First Tuesday of each  
month at 5:30 p.m.  
Council Chambers  
224 E. Jefferson Street

# Historic Preservation Committee

---

## Responsibilities

The Historic Preservation Commission safeguards the City's historic and cultural heritage; stabilizes and improves property values; and promotes civic pride in the beauty and noble accomplishments of the past. The committee protects and enhances the City for its residents, tourists, and visitors for education, pleasure, and general welfare; and helps strengthen the economy of the City. The Commission oversees and approves the regulation of construction, reconstruction, and exterior alteration to buildings within the Historic Preservation Overlay District.

## Members

The Historic Preservation Commission consists of seven residents and/or property owners appointed by the Mayor subject to confirmation by the Common Council for a term of three years.

### Meeting Time & Location:

Fourth Thursday of every  
month at 6:30 p.m.  
Council Chambers  
224 E. Jefferson Street







# Library Board

---

## Responsibilities

The Library Board has the powers and duties set forth in § 43.58, Wis. Stats., including exclusive control of the expenditure of all monies collected, donated or appropriated for the library fund. The board holds exclusive charge, control, and custody of all lands, buildings, money or other property devised, bequeathed, given or granted to, or otherwise acquired or leased by, the City of Burlington for library purposes. The Library Board supervises the administration of the Burlington Public Library and appoints a Library Director oversees the operations of the library.

## Members

Pursuant to § 43.54, Wis. Stats., the Library Board consists of seven members appointed by the Mayor with the approval of the Common Council. Library Board Members serve for a term of three years.

### Meeting Time & Location:

Fourth Tuesday of every  
month at 6:30 p.m.

Burlington Public Library  
166 E. Jefferson Street



# Park Board

---

## Responsibilities

The Park Board is responsible for the management, control, improvement, and care for all public parks and parkways within the city, and for the suitable use and enjoyment of the parks. The Park Board establishes rules and regulations to promote these purposes. The Park Board is also responsible for acquiring, in the name of the city, property for park purposes.

## Members

The Park Board consists of seven members, including one Alderperson. The aldermanic member is appointed by the Mayor, subject to confirmation by the Council, at the annual organization meeting in April for a term of two years. Each member is appointed by the Mayor subject to the approval of the Common Council for a three year-term.

### Meeting Time & Location:

Third Thursday of every  
month at 6:30 p.m.  
Public Works Building  
2200 S Pine St.



# Plan Commission

---

## Responsibilities

The Plan Commission is authorized to create and manage a master plan for the physical development of the City. This plan includes the character and extent of streets, walks, parks, parking, airports, sites for public buildings, waterways, removal of blight and a comprehensive zoning scheme. The purpose of the plan is to guide coordinated and harmonious City development. The plan addresses present, as well as future needs and promote such things as health, safety, convenience, prosperity, efficiency, and economy. The Commission also hears and decides requests for conditional uses.

## Members

The Plan Commission consists of the Mayor, who is the presiding officer, the President of the Park Board, an Alderperson, three citizens, and a member of the Town of Burlington Plan Commission. Each member is appointed by the Mayor, subject to the approval of the Common Council. Appointees serve for a three year-term.

### Meeting Time & Location:

Second Tuesday of every  
month at 6:30 p.m.  
Council Chambers  
224 E. Jefferson Street

# Police and Fire Commission

---

## Responsibilities

The Police and Fire Commission is responsible for creating an eligibility list of candidates for both departments, as well as the promotion and discipline of members. The Board has established rules that provide for the examination of the physical and educational qualifications of candidates and also for classification of positions within each department. The Police and Fire Commission also has the power to contract for and purchase all necessary apparatus and supplies for the use of the departments under their supervision. The committee also oversees the erection and control of the police and fire station buildings and audits all bills, claims, and expenses of the fire and police departments.

## Members

Pursuant to §62.13(1), Wis. Stats., the Police and Fire Commission shall consist of 5 citizens. Each member is appointed by the Mayor, subject to the approval of the Common Council. Members serve a five year-term.

## Meeting Time & Location:

First Tuesday of every  
month at 5:00 p.m.

Fire Station  
165 W. Washington Street





# Zoning Board of Appeals

---

## Responsibilities

The Board of Zoning Appeals hears and decides appeals where it is alleged that there is an error in an order, requirement, decision, or determination made by an administrative official in the enforcement of zoning regulations. It also has the authority to hear and decide special exceptions to zoning ordinances and authorizes variances.

## Members

Pursuant to §62.23(7)(e), Wis. Stats., the Zoning Board of Appeals consists of 5 members appointed by the mayor, subject to confirmation of the common council. Board members serve for terms of up to three years.



**Meeting Time & Location:**

**On Call  
Fire Station  
165 W. Washington Street**



## BOARD/COMMITTEE APPLICATION CITY OF BURLINGTON

Thank you for your interest in volunteering with the City of Burlington. Your application will be used to verify eligibility for a volunteer position with the City. It is our policy to provide equal employment opportunities to all. Please furnish complete and accurate information so that we can properly evaluate your application. Be aware that the use of false or misleading information or the omission of important facts may be grounds for immediate dismissal. Also note that information you provide herein may be subject to later verification and/or testing. You may attach to this application any additional information that helps explain your qualifications. *(Please print clearly or type)*

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Burlington Resident of \_\_\_\_\_ Year(s)

Phone Number: \_\_\_\_\_ Alternate Phone Number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Driver's License Number: \_\_\_\_\_ State of Issue \_\_\_\_\_

Interested in serving on the following boards and committees (Check all that apply):

- \_\_\_\_\_ Airport Committee
- \_\_\_\_\_ Board of Review
- \_\_\_\_\_ Burlington Housing Authority
- \_\_\_\_\_ Common Council
- \_\_\_\_\_ Community Development Authority
- \_\_\_\_\_ Historic Preservation Commission
- \_\_\_\_\_ Park Board
- \_\_\_\_\_ Plan Commission
- \_\_\_\_\_ Police and Fire Commission
- \_\_\_\_\_ Zoning Board of Appeals

Place of employment: \_\_\_\_\_

Existing time commitments: \_\_\_\_\_

Please specify below any physical limitations that may influence your ability to serve: \_\_\_\_\_

Please check the day of the week and times you are available to serve.

SUN \_\_\_\_\_ MON \_\_\_\_\_ TUES \_\_\_\_\_ WED \_\_\_\_\_ THUR \_\_\_\_\_ FRI \_\_\_\_\_ SAT \_\_\_\_\_

Regular weekly \_\_\_\_\_ Short-term projects \_\_\_\_\_ Weekend/Evenings \_\_\_\_\_ On-call \_\_\_\_\_



---

Education Background: \_\_\_\_\_

Current service with other boards/committees: \_\_\_\_\_

Past service with other boards/committees: \_\_\_\_\_

Motivation for serving: \_\_\_\_\_

---

References: Please provide names, telephone numbers and/or email addresses of two people familiar with your abilities, knowledge, or work experience

| Name | Telephone | E-mail |
|------|-----------|--------|
|------|-----------|--------|

|           |           |        |
|-----------|-----------|--------|
| Name      | Telephone | E-mail |
| Telephone |           |        |

---

Have you ever been convicted of a felony? Yes \_\_\_\_\_ No \_\_\_\_\_

If you answered yes, please attach a separate sheet of paper and briefly describe the circumstances of your conviction. A current charge or conviction will not necessarily disqualify you from becoming a volunteer, however it may limit where we may place you.

---

I certify all information contained on this application is true and complete to the best of my knowledge. I hereby authorize the City of Burlington to investigate any information contained in this application. I understand that false or misleading statements shall be sufficient grounds for disqualification for the City's Volunteer Program. Further, I understand that as a Volunteer, I am offering my service of my own free will without any expectation of compensation, benefits, or insurance of any kind. If selected for a volunteer position, I agree to abide by the policies and procedures of the City and the Department I volunteer in. I am aware that I may terminate my volunteer participation at any time and that the City reserves the right to terminate a volunteer from their duties with or without cause at any time.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

---

Please Return Application to: Burlington City Hall, 300 N Pine Street, Burlington, WI 53105  
Phone: (262) 342-1161 Fax: (262) 763-3474



**VOLUNTEER OPPORTUNITIES**





# Fire Department

---

The City of Burlington Fire Department is a combination fire department comprised of volunteers and full time staff.

Services and Programs include:

- Conducting public service information and fire prevention programs
- Inspecting structures for code compliance
- Maintaining all firefighting equipment
- Providing a comprehensive fire service program
- Providing a training program for the city firefighters

Individuals 18 years or older interested in becoming a volunteer for the Fire Department may indicate their interest on the following volunteer application or pick up volunteer forms at the Fire Station (165 W. Washington Street) to apply for volunteer positions.

**City of Burlington Fire  
Department**

**165 W Washington St.  
Burlington, WI 53105  
Phone: 262-763-7842**

# Library

---



## Burlington Public Library

166 E. Jefferson St.  
Burlington, WI 53105  
(262) 342-1130

The Burlington Public Library serves a community of 10,000 and an additional 9,000 patrons from the surrounding area, allowing patrons access to its enriching catalog of materials, a variety of classes and a quality learning environment. The Library has many great volunteer opportunities for interested individuals of all ages. These opportunities include:

- Preparing for youth and adult programs
- Sorting materials for the library book sale
- Cleaning media materials and checking functionality
- Helping with reading logs and prize distribution during the Summer Reading Program
- Using your special talents to augment our services or programs

For adults wishing to volunteer, please contact Linda Berndt at 262-342-1130 or [lberndt@burlington.lib.wi.us](mailto:lberndt@burlington.lib.wi.us).

For teens wishing to volunteer, please contact Jen Puccini at 262-342-1130 or [jpuccini@burlington.lib.wi.us](mailto:jpuccini@burlington.lib.wi.us)

Interested individuals may also indicate their interest on the attached volunteer application.



# Parks Department

---

The City of Burlington's Park Department is responsible for the maintenance and management of the City's 28 parks.

These parks and green spaces serve a vital role in enriching and enhancing the quality of life for our community.

Recent community volunteer efforts in city parks have included litter collection, landscaping assistance, and tree planting.

Individuals interested in volunteering to provide assistance in park clean-up and maintenance efforts may indicate their interest on the attached volunteer application.



**City of Burlington Park  
Department**

**Public Works Building  
2200 S Pine St.  
Burlington, WI 53105  
(262) 342-1181**



## VOLUNTEER APPLICATION CITY OF BURLINGTON

Thank you for your interest in volunteering with the City of Burlington. Your application will be used to verify eligibility for a volunteer position with the City. It is our policy to provide equal employment opportunities to all. Please furnish complete and accurate information so that we can properly evaluate your application. Be aware that the use of false or misleading information or the omission of important facts may be grounds for immediate dismissal. Also note that information you provide herein may be subject to later verification and/or testing. You may attach to this application any additional information that helps explain your qualifications. *(Please print clearly or type)*

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Burlington Resident of \_\_\_\_\_ Year(s)

Phone Number: \_\_\_\_\_ Alternate Phone Number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Driver's License Number: \_\_\_\_\_ State of Issue \_\_\_\_\_

Interested in volunteering in the following areas (Check all that apply):

\_\_\_\_ Fire Department\*      \_\_\_\_ Library Services      \_\_\_\_ Election Poll Worker\*  
\_\_\_\_ Park Services      \_\_\_\_ Special Events      \_\_\_\_ Donation of printing materials  
\_\_\_\_ Fundraising      \_\_\_\_ Graphic Design      \_\_\_\_ Community Clean up  
\_\_\_\_ Other – Please describe \_\_\_\_\_

*\* Some departments may require additional documentation and/or applications*

Place of employment: \_\_\_\_\_

Existing time commitments: \_\_\_\_\_

Please specify below any physical limitations that may influence your volunteer work activities: \_\_\_\_\_

Please check the day of the week and times you are available for volunteer service.

SUN \_\_\_\_ MON \_\_\_\_ TUES \_\_\_\_ WED \_\_\_\_ THUR \_\_\_\_ FRI \_\_\_\_ SAT \_\_\_\_

Regular weekly \_\_\_\_ Short-term projects \_\_\_\_ Weekend/Evenings \_\_\_\_ On-call \_\_\_\_



---

Education Background: \_\_\_\_\_

---

Current service with other volunteer organizations: \_\_\_\_\_

---

Past service with other volunteer organizations: \_\_\_\_\_

---

Motivation for volunteering: \_\_\_\_\_

---

---

References: Please provide names, telephone numbers and/or email addresses of two people familiar with your abilities, knowledge, or work experience

| Name | Telephone | E-mail |
|------|-----------|--------|
|------|-----------|--------|

|           |           |        |
|-----------|-----------|--------|
| Name      | Telephone | E-mail |
| Telephone |           |        |

---

Have you ever been convicted of a felony? Yes\_\_\_\_\_ No\_\_\_\_\_

If you answered yes, please attach a separate sheet of paper and briefly describe the circumstances of your conviction. A current charge or conviction will not necessarily disqualify you from becoming a volunteer, however it may limit where we may place you.

---

I certify all information contained on this application is true and complete to the best of my knowledge. I hereby authorize the City of Burlington to investigate any information contained in this application. I understand that false or misleading statements shall be sufficient grounds for disqualification for the City's Volunteer Program. Further, I understand that as a Volunteer, I am offering my service of my own free will without any expectation of compensation, benefits, or insurance of any kind. If selected for a volunteer position, I agree to abide by the policies and procedures of the City and the Department I volunteer in. I am aware that I may terminate my volunteer participation at any time and that the City reserves the right to terminate a volunteer from their duties with or without cause at any time.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

---

Please Return Application to: Burlington City Hall, 300 N Pine Street, Burlington, WI 53105  
Phone: (262) 342-1161 Fax: (262) 763-3474